

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Security Officer, CIA

DATE: 26 September 1951

FROM : Chief, Security Division

SUBJECT: Machine Method of Case Accounting for the Security Division


1. The attached proposal made by Management has been studied by this division, and it is believed its adoption will result in improved efficiency in reporting on work statistics of the Personnel Security Branch.

2. Adoption of this proposal is recommended provided:

a. In addition to the punch printer, a sorter should also be installed in I&SO

b. The change-over of the chainindex to be done by personnel furnished by Machine Records Branch, and until this change-over is completed that none of the procedures be placed in effect.

c. Careful timing will be necessary in the adoption of this procedure in that, upon completion of the change-over in the chainindex, this division should have available to it the necessary IBM machines to pick up immediately the new method of statistical control.


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Attachments